

TRANSCRIPT OF RECORDS

NAME OF SENDING INSTITUTION: _____ Faculty/Department of _____ ECTS departmental coordinator: _____ Tel: _____ Fax: _____ e-mail box: _____	
NAME OF STUDENT: _____ Date and place of birth: _____ (sex: _____) Matriculation date: _____	First name: _____ Matriculation number: _____
NAME OF RECEIVING INSTITUTION: _____ Faculty/Department of _____ ECTS departmental coordinator: _____ Tel: _____ Fax: _____ e-mail box: _____	

Course Unit code (1)	Title of the course unit	Duration of course unit (2)	Local grade (3)	ECTS grade (4)	ECTS credits (5)
				Total:	

Diploma/degree awarded: _____

Date: _____ Signature of registrar/dean/administration officer: _____ Stamp of institution _____

(1) Course unit code:

Refer to the ECTS Information Packages

(2) Duration of course unit:

Y = 1 full academic year

1S = 1 semester 2S = 2 semesters

1T = 1 term/trimester 2T = 2 terms / trimesters

(3) Description of the institutional grading system:

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(4) ECTS grading scale:

ECTS Grade	% of successful students normally achieving the grade	Definition
A	10	EXCELLENT – outstanding performance with only minor errors
B	25	VERY GOOD – above the average standard but with some errors
C	30	GOOD – generally sound work with a number of notables errors
D	25	SATISFACTORY – fair but with significant shortcomings
E	10	SUFFICIENT – performance meets the minimum criteria
FX	-	FAIL – some more works required before the credit can be awarded
F	-	FAIL – considerable further work is required

(5) ECTS credits:

1 full academic year = 60 credits

1 semester = 30 credits

1 term / trimester = 20 credits